

REQUEST FOR APPLICATIONS
RFA No. AF-G1-2015

FOR
EMERGING CLEAN ENERGY TECHNOLOGIES
FOR THE ALTERNATIVE FUEL INITIATIVES
SCHOOL BUS REBATE PROGRAM

OF THE
TEXAS COMPTROLLER OF PUBLIC ACCOUNTS
STATE ENERGY CONSERVATION OFFICE
(SECO)

September 25, 2015

Comptroller of Public Accounts, State Energy Conservation Office

SEP Program 2.2: Alternative Fuels Initiatives School Bus Rebate Program

Introduction

The Texas Comptroller of Public Accounts (“Comptroller”), on behalf of the State Energy Conservation Office (“SECO”), issues this RFA to solicit applications from eligible Texas Independent School Districts (“ISD”) for rebates to transition bus fleets to alternative fuels. Under the State Energy Program (“SEP”), SECO has approximately \$600,000 available to fund these rebates. Each ISD submitting an application shall be referred to as an “Applicant.” The selected Applicant(s), if any, shall be referred to as the “Successful Applicant.”

Comptroller and SECO reserve the discretion to make multiple rebate awards under the terms of this RFA.

Eligibility

Applicant must be a taxpayer-supported Texas ISD. Charter schools, county juvenile detention centers or Juvenile Justice Alternative Education Programs are not eligible.

Schedule

The Schedule of Events and Estimated Project Time Line for this RFA are as follows:

Issuance of Request for Applications	September 25, 2015
Submission of Questions	October 16, 2015, 2:00 p.m. CT
Response to Questions Posted	October 23, 2015
Application Deadline	October 30, 2015, 2:00 p.m. CT
Rebate Award / Contract Execution	November 30, 2015

General Guidelines

1. Comptroller is accepting applications for rebates on a reimbursement basis from eligible entities. Applications must be complete, including all attachments, and submitted in accordance with the *Application Deadline & Delivery Requirements* given below.
2. Rebate funds may be used for the incremental cost of purchasing new alternative fuel buses. The incremental costs will be determined by the base price of the comparable conventional Original Equipment Manufacturer (OEM) vehicle plus the cost of the alternative fuel system.
3. Rebates will be funded on a cost-reimbursement basis through a binding rebate agreement.
4. The maximum rebate amount available per selected application is \$ 80,000.
5. Indirect costs are not allowable for purposes of the rebate funding available under this RFA.
6. Comptroller may request additional information from applicants at any time prior to awarding a rebate in order to effectively evaluate any application submitted. Comptroller and SECO shall have no liability whatsoever for any costs or expenses of any kind that may be incurred by applicants in responding to this RFA.
7. Successful Applicants must provide all required rebate documentation by August 1, 2016 in order to receive awarded rebate.

Rebate Overview

1. Maximum number of buses per application - 10
2. Maximum rebate per bus - \$8,000 (The rebate amount will be for the incremental cost of the alternative fuel system. This amount may not exceed \$8,000 per vehicle.)
3. Maximum rebate total per application - \$80,000
4. School buses – Successful Applicants must purchase new school buses operating on alternative fuels at the time of delivery.
5. Rebates will be provided after the new alternative fuel school bus has been purchased.
6. Alternative fuels include: compressed natural gas (CNG); liquefied petroleum gas (LPG); and liquefied natural gas (LNG).

Application Deadline and Delivery Requirements

1. Applications must either be mailed or hand-delivered to: Texas Comptroller of Public Accounts, Attn: Joseph Madden, Assistant General Counsel, Contracts, Room 201, LBJ State Office Building, 111 E. 17th Street, Austin, Texas, 78774 (Issuing Office). Comptroller will NOT accept applications submitted via facsimile transmission or via electronic mail.
2. Comptroller's regular office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding holidays. Applicants may deliver applications (enter through the 17th Street entrance) during regular office hours up to the final deadline of 2:00 p.m. CT, on October 30, 2015.
3. Applicants must submit one (1) original, seven (7) bound copies, and one (1) electronic copy on a CD (not a USB flash drive) of the application and all required documentation in a sealed box or envelope. Applications must be complete, signed by an authorized representative of the applicant. The sealed box or envelope shall be labeled "SECO Alternative Fuel Rebate Program" and Applicant's name and address.
4. Rebate applications must be received in the Issuing Office no later than 2:00 p.m. CT on October 30, 2015 as provided in the in the Schedule of Events and Project Time Line set forth above. **Late applications will not be accepted or considered under any circumstances.**

Questions

All written questions must be received in the Issuing Office not later than 2:00 p.m. (CT) on October 16, 2015. Prospective applicants are encouraged to send questions via email to contracts@cpa.texas.gov or fax to (512) 463-3669 to ensure timely receipt. On or about October 23, 2015, or as soon thereafter as practical, Comptroller expects to post responses to the questions received by the deadline on the on the Electronic State Business Daily website at: <http://esbd.cpa.state.tx.us/>. **Late Questions will not be considered under any circumstances.**

Evaluation Criteria

The selection of Applicants will be based in part on the criteria set forth in the attached score sheet and the following considerations:

1. Total miles driven per year;
2. Number of buses acquired;
3. ISD Average Daily Attendance;
4. ISD School Population; and
5. ISD Property wealth per Average Daily Attendance.

Applicants must complete all sections of the application and score sheet. The evaluation committee established by the Comptroller will review the application and score sheets and confirm the scores. After the evaluation committee has completed the scoring of all applications, funding will be committed to the highest scoring applications. Applicants receiving preliminary acceptance for rebate awards will be notified by email on or about November 30, 2015.

Comptroller reserves authority, in its sole judgment and discretion, to provide the rebate or to make multiple and partial rebates under this RFA, and/or to withdraw this RFA and cancel the RFA at any time. Comptroller and SECO shall have no liability whatsoever for any costs or expenses incurred in submission of applications in response to this RFA.

Sample Contract

Applicants should carefully review the Sample Rebate Agreement available at: <http://www.seco.cpa.state.tx.us/funding>. The Sample Rebate Agreement represents a sample of the terms and conditions that will be executed between a Successful Applicant and Comptroller. A final rebate agreement must be fully executed by both Successful Applicant and Comptroller before the commitment of rebate funding will be provided by Comptroller.

Audit

If a rebate agreement is executed under the terms of this RFA, Comptroller or Comptroller's designee may audit the rebate recipient's records in accordance with the terms of the Sample Rebate Agreement.

Application Overview

The following are descriptions of each part of the application:

Part 1: General Information

The General Information section requests information that identifies the school district, its primary contacts and the primary project-specific contacts. The Chief Executive Officer or another signatory with full authority to contractually bind the Applicant must sign and date the application.

Part 2: Project Plan

Provide a brief narrative regarding the plan to procure alternative fuel school buses. Include an estimated purchase price and increment price for the alternative fuel system. Include a description of the financial controls to ensure that rebate funds will be directed toward the bus alternative fuel systems.

If training will be provided, submit a brief narrative explaining the plan for the training of the operators.

Part 3: School Bus Description and Funding

Applicant must provide the following details on the proposed bus purchases or conversions.

- the make and model;
- type of alternative fuel system;
- base price;
- alternative fuel system cost
- total price; and
- rebate amount requested (equal to the alternative fuel system cost with a maximum rebate of \$8,000/bus)

Part 4: Miles Driven per Year

Applicant must provide the following details on the estimated miles driven:

- miles driven per day;
- number of days driven per week;
- number of weeks driven per year; and
- total number of miles driven per year

Part 5: Evaluation Form

This application is self-scoring. Applicant must determine its application score based on the project details. Any incomplete or misleading information may lead to the disqualification of the Applicant. The self-scoring Evaluation Form is intended to facilitate the scoring process so applicants are aware of strengths and weaknesses of the application before submittal. The Evaluation Form consists of five (5) criteria which will be scored according to the responses.